

2 July 1963

30 DAY PROGRESS REPORT

MOVE SEQUENCE

1. OTR and Medical Staff have been evacuated from Ground Floor between C and D corridors to provide space for new computer center.

a. 6,000 square feet of space was prepared on schedule. Preparation for Contractor by Building mechanics included removal of all partitions, closing off doorways with sheet steel, removing tile from floor and general carpenter and electrical work.

b. Contractor started on time and it appears that he will complete his work by 15 July.

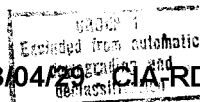
c. Target date for evacuation of balance of space by OTR for ADPS is advanced to 1 September. Broyhill building may not be ready until 15 August.

2. Audit Staff and part of Office of Personnel were moved as scheduled to Quarters Eya. Internal moves of Office of Personnel in the Headquarters building involving 90 people will cause an adjustment of our schedule for the move of SR, FE and [] Space for SR, FE and [] is being prepared as OP people are relocated. Moves should be completed by 15 July instead of 1 July.

3. Broyhill building plans for occupancy have been completed. Partition plans have been finalized and submitted to GSA. Electrical wiring diagrams caused by partition changes should be completed and passed to GSA by 8 July. The building itself may be ready by 15 August.

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be completed by 19 July.

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5. Eleven of approximately 16 major moves of elements within DDI have been completed. Balance of DDI moves should now be completed by 15 August.

6. Rearranging of 7th floor executive space awaits move of ONE off of 7th floor which awaits completion of DDI shuffle. Estimate now 15 August to 1 September.

DD/S distribution:

6 - Ex. Dir. w/LKW h/w note: "Kirk: You might be interested in glancing at this. Please return." /s/ LKW 3-Jul 63

1 - DD/S subject